

OVERVIEW OF BUDGET

DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT
DIRECTOR: DAVE GIBSON

2003-04

	Appropriations	Revenue	Local Cost	Staffing
Custodial Division	3,402,566	1,706,888	1,695,678	54.9
Grounds Division	1,456,154	639,000	817,154	23.7
Home Repair Program	-	-	-	12.0
Maintenance Division	7,185,160	3,300,000	3,885,160	57.4
Administration	385,060	-	385,060	4.0
Utilities	15,730,303	-	15,730,303	-
TOTAL	28,159,243	5,645,888	22,513,355	152.0

BUDGET UNIT: CUSTODIAL DIVISION (AAA FMD FMC)

I. GENERAL PROGRAM STATEMENT

The Custodial Division of the Facilities Management Department administers the county's custodial services provided to county owned and some leased facilities through a combination of county employees and contract custodial service providers.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	2,898,918	3,656,870	3,093,100	3,402,566
Total Revenue	1,366,533	1,962,190	1,680,180	1,706,888
Local Cost	1,532,385	1,694,680	1,412,920	1,695,678
Budgeted Staffing		63.0		54.9
<u>Workload Indicators</u>				
Square Feet Maintained:				
In-House	1,199,312	1,199,312	1,304,314	1,304,314
Contracted	851,906	851,906	837,843	837,843

Variance in 2002-03 is a result of vacant positions due to a high turnover rate that directly impacted revenues.

Workload indicators have changed slightly for the custodial division. Square footage maintained in house has increased mostly due to the addition of West Valley Juvenile Hall. The decrease in contracted custodial square footage is caused by a small portion of West Valley Juvenile Hall that was previously contracted out and is now maintained in house.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budget staffing reduction of 8.1 includes the deletion of two part time (1.0 budgeted staffing) Building Services Janitors and 1.0 Custodian I as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 2.0 Custodian I positions and 1.0 Supervising Custodian. In addition to these position deletions, the department has deleted 1.0 Supervising Custodian, 1.0 Custodian, and reduced funding to 73% of four Custodian I positions (1.1 budgeted staffing) due to a Risk Management Worker's Compensation Experience Modification charge.

FACILITIES MANAGEMENT

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 7.3 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	7.3	Slated for Deletion
Vacant Budgeted In Recruitment	<u>0.0</u>	Retain
Total Vacant	7.3	

Vacant Position Restoration Request:

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

IV. OTHER POLICY ITEMS

None.

V. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Custodial
FUND: General AAA FMD FMC

FUNCTION: General
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,651,460	2,093,339	50,981	-	2,144,320
Services and Supplies	1,441,640	1,538,531	(52,036)	-	1,486,495
Equipment	-	25,000	(25,000)	-	-
Transfers	-	-	(611)	-	(611)
Total Appropriation	3,093,100	3,656,870	(26,666)	-	3,630,204
<u>Revenue</u>					
Current Services	1,680,180	1,962,190	(16,000)	-	1,946,190
Total Revenue	1,680,180	1,962,190	(16,000)	-	1,946,190
Local Cost	1,412,920	1,694,680	(10,666)	-	1,684,014
Budgeted Staffing		63.0	(5.0)	-	58.0

GROUP: Internal Services
DEPARTMENT: Facilities Management - Custodial
FUND: General AAA FMD FMC

FUNCTION: General
ACTIVITY: Property Management

FACILITIES MANAGEMENT

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	2,144,320	36,958	2,181,278	(241,040)	1,940,238	-	1,940,238
Services and Supplies	1,486,495	(276,129)	1,210,366	-	1,210,366	-	1,210,366
Equipment	-	-	-	-	-	-	-
Transfers	(611)	11,533	10,922	-	10,922	-	10,922
Total Appropriation	3,630,204	(227,638)	3,402,566	(241,040)	3,161,526	-	3,161,526
Revenue							
Current Services	1,946,190	(239,302)	1,706,888	-	1,706,888	-	1,706,888
Total Revenue	1,946,190	(239,302)	1,706,888	-	1,706,888	-	1,706,888
Local Cost	1,684,014	11,664	1,695,678	(241,040)	1,454,638	-	1,454,638
Budgeted Staffing	58.0	(3.1)	54.9	(7.3)	47.6	-	47.6

FACILITIES MANAGEMENT

Recommended Program Funded Adjustments

Salaries and Benefits	(52,695)	4% Spend Down Plan - delete 1.0 Building Services Janitors and 1.0 Custodian I.
	52,283	MOU.
	89,174	Retirement.
	16,803	Risk Management Workers Comp.
	43,851	Full year funding for custodial positions at West Valley Juvenile Hall.
	<u>(98,435)</u>	30% Cost Reduction Plan - delete 2.0 Custodian I's and 1.0 Supervising Custodian.
	<u>50,981</u>	
Services & Supplies	(9,600)	4% Spend Down Plan.
	5,574	Risk Management Liabilities.
	<u>(48,010)</u>	30% Cost Reduction Plan.
	<u>(52,036)</u>	
Equipment	<u>(25,000)</u>	4% Spend Down Plan.
Transfers	<u>(611)</u>	Incremental Change in EHAP.
Total Appropriation	<u>(26,666)</u>	
Total Revenue	<u>(16,000)</u>	4% Spend Down Plan.
Local Cost	<u>(10,666)</u>	

Recommended Program Funded Adjustments

Salaries & Benefits	99,803	Worker's Compensation - Experience Modification Charge.
	(108,721)	Delete 1.0 Supervising Custodian and 2.1 Custodian I.
	45,876	Miscellaneous step increases.
	<u>36,958</u>	
Services & Supplies	(264,596)	Decrease due to less than anticipated expenditures in contract services.
	<u>(11,533)</u>	GASB 34 Accounting Change (EHAP).
	<u>(276,129)</u>	
Transfers	<u>11,533</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(227,638)</u>	
Revenue		
Current Services	<u>(239,302)</u>	Anticipated reduction in services provided to departments.
Total Revenue	<u>(239,302)</u>	
Local Cost	<u>11,664</u>	

FACILITIES MANAGEMENT

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	9	7.3	(241,040)	-	(241,040)
Vacant Budgeted In Recruitment - Remain	-	-	-	-	-
Total Vacant	9	7.3	(241,040)	-	(241,040)
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

Custodian I	968	(.7)	(23,718)	-	(23,718)
Custodian I	978	(1.0)	(33,342)	-	(33,342)
Custodian I	1017	(.7)	(23,718)	-	(23,718)
Custodian I	1024	(.7)	(23,715)	-	(23,715)
Custodian I	1027	(.7)	(23,718)	-	(23,718)
Custodian I	1033	(1.0)	(32,694)	-	(32,694)
Custodian I	77387	(1.0)	(32,694)	-	(32,694)
Custodian I	77388	(1.0)	(32,694)	-	(32,694)
Custodian I	99157	(.5)	(14,747)	-	(14,747)
Subtotal Recommended - Delete		(7.3)	(241,040)	-	(241,040)
Subtotal Recommended - Retain		-	-	-	-
Total Slated for Deletion		(7.3)	(241,040)	-	(241,040)

Vacant Budgeted In Recruitment - **Retain**

Total in Recruitment Retain	-	-	-	-	-
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NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.